

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		MM/DD/YY
RECEIPT TRANSACTION - T02		HH:MM:SS
REC		XXXXX
ND5102MA / ND5102PA		
Prop Case No: 804101 1114S018	Item ID: 01	Current Qty: 1
Local Ref No:	Turn-In Doc No:	
Item Name/Desc: PRINTER	/	
ECN:	: A4	
Current		
Compone	C Code: 7021	
=====	=====	
Mfg's N		
Model N		
Warehou	**	
Adj -		
Item Na	***** Std:	
Cap Sen	s Metals Code: A	
Adj Desc:	More: _	
Print Doc (Y/N): N	GSA Rpt Date: / /	
Next Prop Case No:	Next Item ID: _	Retain (Y/N): _
Navigation: _____		
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---		
HELP LOPF PREV RVW CNCL CLEAR EXIT		

INPUT DATA

- Status Code Input value = Y, N, or U
- Certifier's Name
- Press <ENTER>. NPDMS then displays the RECEIPT TRANSACTION (ND5102MB) screen. If you enter **C** to Cancel, NPDMS displays the RECEIPT TRANSACTION (ND5102MA).
- NPDMS then returns to the RECEIPT TRANSACTION (ND5102MA) screen and displays the message '*N Entry Reference Number Assigned is: N10*'. The user may enter the Next Case No and optionally the Next Case No. The case record is updated with the receipt data and the following transactions are generated: an A02 (Adjustment) if adjustment data is entered and a T02 Receipt.

4.8.5 Transaction Processing For Sales

The Transaction subsystem provides the capability to record Sales of NASA Property on the NPDMS Data Base using the following process:

1. The cases are assigned to a lot;
2. The bidders' information is stored in the data base for Sealed Bids; and
3. An award is made and recorded.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the NPDMS Main Menu (NDO000MB), type 5 at Enter Selection to access the Transaction Menu.
- Press **<Enter>**.

The Transaction menu (ND5000MA) screen is displayed.

ND5000MA / ND5000PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM TRANSACTION MENU TX	03/01/01 17:26:15 MSXXX
Selections:		
1 Add	8 Reversal	
2 Change	9 Convert Case to Component	
3 Delete	10 Convert Component to Case	
4 Receipt	11 Enter SRD and GSA Control No	
5 Sales	? In any field for Help	
6 Exchange (Trade-In)	. Exit Transaction Process	
7 Freezes and Dispositions (Includes Scrap and Surveys)		
Enter Selection: _____		
Prop Case No: 804101 _____	Item Id: _____	
ECN: _____	Cust Acct No: _____	
ERN: _____	(For Reversal only)	
Trans Id: _____	(Process Final Disposition w/o Freeze)	
Navigation:		
Enter- PF13 - PF14 - PF15 - PF16 - PF17 - PF18 - PF19 - PF20 - PF21 - PF22 - PF23 - PF24 -		
HELP LOPF PREV RVW CNCL CLEAR EXIT		

INPUT DATA

- Enter Selection input value = 5
- Press **<Enter>**.
- The SALES PROCESS MENU (ND4900MA) is displayed.

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NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
SALES PROCESS MENU
SA
03/01/01
17: 27: 06
MSXXX

1 Add - Sale
2 Change - Sale
3 Enter Sealed Bids (Local Sale Only)
4 Change Sealed Bids (Local Sale Only)
5 Add - Awardee
6 Change - Awardee (Sealed Bid Local Sale)
7 Close Lot (Sealed Bid Local Sale)
8 Single Case Sale
9 Cancel /Reschedule - Sale
10 Reversal - Sale

Enter Selection:  _ Select Selling Agent:  LOCAL  _  GSA  _

Contract Prop Removal Date:  _ _ _ Payment Due Date:  _ _ _
Sale No of Prop:  _ Lot No of Prop:  _
Prop Case No:  804101  _ Item Id:  _

Navigation:  _
Enter- PF13-- PF14-- PF15-- PF16-- PF17-- PF18-- PF19-- PF20-- PF21-- PF22-- PF23-- PF24--
HELP  LOF  PREV  CNCL  CLEAR  EXIT

```

INPUT DATA

- | | |
|------------------------------|--|
| • Enter Selection | input value = 1 - 10 |
| • Select Selling Agent | |
| • Local | input value = Y or blank |
| • GSA | input value = Y or blank |
| • Contract Prop Removal Date | input format = MM/DD/YYYY |
| • Payment Due Date | input format = MM/DD/YYYY |
| • Sale No of Prop (optional) | |
| • Lot No of Prop (optional) | |
| • Prop Case No (optional) | |
| • Item Id (optional) | |

NOTE: The above fields that are listed as optional may be mandatory depending on the selection and the selling agent. Mandatory and optional field details are stated in the specific sales processes that follow this section.

4.8.5.1 Add A New Sale

This process allows the user to create a new lot or add cases to an existing lot for a specific Sale Number of Property being sold by GSA or NASA.

NOTE: Disposition of property transferred to GSA for further disposal processing (T12 transaction), not sale, is recorded in NPDMS.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: There is a direct relationship between the number of records involved in the processing and the time it takes to complete the process, i.e., the more records the longer time it takes to complete the processing.

The process is broken down into three steps: (1) the Case Numbers and Item Ids are entered and verified; (2) the Sale Quantities are entered and verified; and (3) the upset price is entered.

- From the SALES PROCESS MENU (ND4900MA), type **1** at Enter Selection; **X** at Local or **X** at GSA; Contract Prop Removal Date; Payment Due Date; if GSA Sale, type the Sale No of Prop and Lot No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data on the ADD SALE PROCESS screen (ND4910MA), and places the cursor at the first input field.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM										03/01/01
ADD SALES PROCESS										17:28:41
SA										MSXXX
Sale No of Prop:			Lot No of Prop:			Sale Date: __ __ __				
Approved by (Sale Contracting Officer): _____										
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip): 804101										
Case #	Id	Avail	Sale	Case #	Id	Avail	Sale	Case #	Id	Sal
		Qty	Qty			Qty	Qty			Qty
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Sale Method: __ (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)										
Total Acq Cost: _____ Upset Price: _____ Add More Cases: __										
Navigation:										
Enter- PF13-	PF14-	PF15-	PF16-	PF17-	PF18-	PF19-	PF20-	PF21-	PF22-	PF23-
HELP	LOPF	PREV		CNCL				CLEAR		EXIT

INPUT DATA

- Sale Date input format = **MM/DD/YYYY**
- Approved by
 - (Sale Contracting Officer)
 - Case #
 - Id (only for Component Systems)
- Sale Method input values = **1, 2, 3, 4 or 5**
- Press **<Enter>**.
- The system verifies the Case Numbers and Item Ids that are entered, and re-displays the ADD SALE PROCESS screen (ND4910MA) with the message *'Sale Quantity May Be Adjusted for Each Case Number Added'*.

Appropriate data fields are populated and displayed by the system. The ADD SALE PROCESS screen (ND4910MA) displays the available quantity and sale quantity for each Case Number entered, and calculates and displays the Total Acq Cost. The user may change the displayed sale quantity.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM										03/01/01	
ADD SALES PROCESS										17:28:48	
SA										MSXX	
Sale No of Prop:				Lot No of Prop:				Sale Date: __ __ __			
Approved by (Sale Contracting Officer):											
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):										804101	
Case #	Id	Avail	Sale	Case #	Id	Avail	Sale	Case #	Id	Avail	Sal
		Qty	Qty			Qty	Qty			Qty	Qty
_____	__		_____	_____	__		_____	_____	__		_____
_____	__		_____	_____	__		_____	_____	__		_____
_____	__		_____	_____	__		_____	_____	__		_____
_____	__		_____	_____	__		_____	_____	__		_____
_____	__		_____	_____	__		_____	_____	__		_____
_____	__		_____	_____	__		_____	_____	__		_____
_____	__		_____	_____	__		_____	_____	__		_____
_____	__		_____	_____	__		_____	_____	__		_____
Sale Method: __ (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)											
Total Acq Cost:				Upset Price: _____				Add More Cases: __			
Navigation:											
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- -											
HELP LOPF PREV CNCL CLEAR EXIT											

INPUT DATA

- Sale Qty
- Press **<Enter>**.
- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- The system calculates the Total Acq Cost and re-displays the ADD SALE PROCESS screen (ND4910MA) with the cursor at the Add More Cases field. If a Local Sale is being added, the system generates a new sale number and lot number.
- Add More Cases input value = **Y** or **N**
- Press **<Enter>**.
- If the user enters a **Y** in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the ADD SALE PROCESS screen (ND4910MA) as described above.
- If the user enters an **N** in the Add More Cases field, the system displays the ADD SALE PROCESS screen (ND4910MA) with the message *'Enter Optional Upset Price'*.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM										03/01/01	
ADD SALES PROCESS										17:28:45	
SA										MSXXX	
Sale No of Prop:			Lot No of Prop:			Sale Date: __ __ __					
Approved by (Sale Contracting Officer): _____											
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip): 804101											
Case #	Id	Avail	Sale	Case #	Id	Avail	Sale	Case #	Id	Avail	Sal
		Qty	Qty			Qty	Qty			Qty	Qty
_____	__		_____	_____	__		_____	_____	__		_____
_____	__		_____	_____	__		_____	_____	__		_____
_____	__		_____	_____	__		_____	_____	__		_____
_____	__		_____	_____	__		_____	_____	__		_____
_____	__		_____	_____	__		_____	_____	__		_____
_____	__		_____	_____	__		_____	_____	__		_____
_____	__		_____	_____	__		_____	_____	__		_____
_____	__		_____	_____	__		_____	_____	__		_____
Sale Method: __ (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)											
Total Acq Cost: _____				Upset Price: _____				Add More Cases: __			
Navigation:											
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- -											
HELP LOPF PREV CNCL CLEAR EXIT											

INPUT DATA

- Upset Price
- Add More Cases input value = Y or N
- Press **<Enter>**.

The system creates the appropriate freeze transactions for each Case Number added. The case file record for each Case Number is updated indicating that a freeze exists.

If the user enters a Y in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the ADD SALE PROCESS screen (ND4910MA), as described above.

If the user enters a N in the Add More Cases field, the system displays a pop-up window (ND4910MB) and allows the user to add another lot to the current sale.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM										03/01/01	
ADD SALES PROCESS										17:38:25	
SA										MSXX	
ND4910MA / ND4910PA											
Sale No of Prop: 80410120010018 Lot No of Prop: 0001 Sale Date: _ _ _											
Approved by (Sale Contracting Officer): _____											
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip): 804101											
Case #	Id	Avail	Sale	Case #	Id	Avail	Sale	Case #	Id	Avail	Sal
										ty Qty	
1060C171	!								!		
	!	ND4910MB							!		
	!								!		
	!	Do you wish to enter more lots for this sale (Y/N): _							!		
	!	For GSA Sale, Enter Next Lot No: _____							!		
+-----+											
Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)											
Total Acq Cost: 50000.00 Upset Price: 30.00 Add More Cases: N											
Navigation:											
Enter- PF13- PF14- PF15- PF16- PF17- PF18- PF19- PF20- PF21- PF22- PF23- PF24-											
HELP LOPF PREV CNCL CLEAR EXIT											

INPUT DATA

- Enter More Lots for this sale input value = **Y** or **N**
- For GSA Sale, Enter Next Lot No
- Press **<Enter>**.
- If **Y** is entered at the (Y/N) field, the ADD SALE PROCESS (ND4910MA) screen is displayed, retaining the Sale No of Prop, Sale Date, Approved by (Sale Contracting Officer), and Sale Method. This allows the user to enter Case Numbers for a new Lot, following the three-step procedure as outlined above.
- If **N** is entered at the (Y/N) field, the user is returned to the SALES PROCESS MENU (ND4900MA). The message, 'Sale Added Successfully', is displayed if any are added.
- Add A New Lot To An Existing Sale
- This process allows the user to Add a New Lot to an Existing Local or GSA Sale. If new lots are added after the sale date, the system displays a warning message.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

- **NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field,

NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: There is a direct relationship between the number of records involved in the processing and the time it takes to complete the process, i.e., the more records the longer time it takes to complete the processing.

- From the SALES PROCESS MENU (ND4900MA), type **1** at Enter Selection; **X** at Local or **X** at GSA; Sale No of Prop; and if GSA Sale, Lot No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data on the ADD SALE PROCESS screen (ND4910MA), and places the cursor at the first input field.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM										03/01/01	
ADD SALES PROCESS										17:40:29	
SA										MSXXX	
Sale No of Prop:			Lot No of Prop:			Sale Date: _ _ _					
Approved by (Sale Contracting Officer):											
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip): 804101											
Case #	Id	Avail	Sale	Case #	Id	Avail	Sale	Case #	Id	Avail	Sal
		Qty	Qty			Qty	Qty			Qty	Qty
_____	__		_____	_____	__		_____	_____	__		_____
_____	__		_____	_____	__		_____	_____	__		_____
_____	__		_____	_____	__		_____	_____	__		_____
_____	__		_____	_____	__		_____	_____	__		_____
_____	__		_____	_____	__		_____	_____	__		_____
_____	__		_____	_____	__		_____	_____	__		_____
_____	__		_____	_____	__		_____	_____	__		_____
Sale Method: _ (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)											
Total Acq Cost:				Upset Price: _____				Add More Cases: _			
Navigation:											
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- -											
HELP		LOPF		PREV		CNCL		CLEAR		EXIT	

INPUT DATA

- Case #
- Id (only for Component Systems)
- Press **<Enter>**.
- The system verifies the Case Numbers and Item Ids that are entered, and re-displays the ADD SALE PROCESS screen (ND4910MA) with the message 'Sale Quantity May Be Adjusted for Each Case Number Added And The Total Acq Cost'.

- Appropriate data fields are populated and displayed by the system. The ADD SALE PROCESS screen (ND4910MA) displays the available quantity and sale quantity for each Case Number entered. The user may change the displayed sale quantity.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM										03/01/01	
ADD SALES PROCESS										17:40:25	
SA										MSXXX	
Sale No of Prop:			Lot No of Prop:			Sale Date: __ __ __					
Approved by (Sale Contracting Officer): _____											
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip): 804101											
Case #	Id	Avail	Sale	Case #	Id	Avail	Sale	Case #	Id	Avail	Sal
		Qty	Qty			Qty	Qty			Qty	Qty
_____	__	_____	_____	_____	__	_____	_____	_____	__	_____	_____
_____	__	_____	_____	_____	__	_____	_____	_____	__	_____	_____
_____	__	_____	_____	_____	__	_____	_____	_____	__	_____	_____
_____	__	_____	_____	_____	__	_____	_____	_____	__	_____	_____
_____	__	_____	_____	_____	__	_____	_____	_____	__	_____	_____
_____	__	_____	_____	_____	__	_____	_____	_____	__	_____	_____
_____	__	_____	_____	_____	__	_____	_____	_____	__	_____	_____
_____	__	_____	_____	_____	__	_____	_____	_____	__	_____	_____
Sale Method: __ (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)											
Total Acq Cost: _____				Upset Price: _____				Add More Cases: __			
Navigation: _____											
Enter- PF13-- PF14-- PF15-- PF16-- PF17-- PF18-- PF19-- PF20-- PF21-- PF22-- PF23-- PF24--											
HELP LOPF PREV CNCL CLEAR EXIT											

INPUT DATA

- Sale Qty
- Press **<Enter>**.
- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- The system calculates the Total Acq Cost and re-displays the ADD SALE PROCESS screen (ND4910MA) with the cursor at the Add More Cases field. If a New Lot is being added to an Existing Local Sale, the system generates the next sequential lot number.
- Add More Cases input value = Y or N
- Press **<Enter>**.
- If the user enters a Y in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the ADD SALE PROCESS screen (ND4910MA) as described above.

- If the user enters a **N** in the Add More Cases field, the system displays the ADD SALE PROCESS screen (ND4910MA) with the message 'Enter Optional Upset Price'.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM										03/01/01	
ADD SALES PROCESS										17:40:28	
SA										MSXXX	
Sale No of Prop:			Lot No of Prop:			Sale Date: __ __ __					
Approved by (Sale Contracting Officer): _____											
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip): 804101											
Case #	Id	Avail	Sale	Case #	Id	Avail	Sale	Case #	Id	Avail	Sal
		Qty	Qty			Qty	Qty			Qty	Qty
_____	__	_____	_____	_____	__	_____	_____	_____	__	_____	_____
_____	__	_____	_____	_____	__	_____	_____	_____	__	_____	_____
_____	__	_____	_____	_____	__	_____	_____	_____	__	_____	_____
_____	__	_____	_____	_____	__	_____	_____	_____	__	_____	_____
_____	__	_____	_____	_____	__	_____	_____	_____	__	_____	_____
_____	__	_____	_____	_____	__	_____	_____	_____	__	_____	_____
_____	__	_____	_____	_____	__	_____	_____	_____	__	_____	_____
_____	__	_____	_____	_____	__	_____	_____	_____	__	_____	_____
Sale Method: _ (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)											
Total Acq Cost: _____				Upset Price: _____				Add More Cases: _			
Navigation: _____											
Enter- PF13-- PF14-- PF15-- PF16-- PF17-- PF18-- PF19-- PF20-- PF21-- PF22-- PF23-- PF24--											
HELP LOPF PREV CNCL CLEAR EXIT											

INPUT DATA

- Upset Price
- Add More Cases input value = **Y** or **N**
- Press **<Enter>**.
- The system creates the appropriate freeze transaction for each Case Number entered for the sale. The case file record for each Case Number is updated indicating that a freeze transaction exists.
- If the user enters a **Y** in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the ADD SALE PROCESS screen (ND4910MA), as described above.
- If the user enters a **N** in the Add More Cases field, the system displays a pop-up window (ND4910MB) and allows the user to add another lot to the current sale.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM										03/01/01
ADD SALES PROCESS										17:45:43
SA										MSXX
ND4910MA / ND4910PA										
Sale No of Prop: 80410120010019 Lot No of Prop: 0001 Sale Date: __ __ __										
Approved by (Sale Contracting Officer): _____										
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip): 804101										
Case #	Id Avail	Sale	Case #	Id Avail	Sale	Case #	Id Avail	Sal		
5221S064	!							ty	Qty	
	!	ND4910MB						!		
	!							!		
	!	Do you wish to enter more lots for this sale (Y/N):						!		
	!	For GSA Sale, Enter Next Lot No: _____						!		
	!							!		
Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)										
Total Acq Cost: 696.00 Upset Price: 25.00_____ Add More Cases: N										
Navigation:										
Enter- PF13-	PF14-	PF15-	PF16-	PF17-	PF18-	PF19-	PF20-	PF21-	PF22-	PF23-
HELP	LOPF	PREV		CNCL				CLEAR		EXIT

INPUT DATA

- More Lots for this sale input value = Y or N
- For GSA Sale, Enter Next Lot No
- Press <Enter>.
- If **Y** is entered at the (Y/N) field, the ADD SALE PROCESS screen (ND4910MA) is displayed, retaining the Sale No of Prop, Sale Date, Approved by (Sale Contracting Officer), and Sale Method. This allows the user to enter Case Numbers for a new Lot, following the three-step procedure, as outlined above.
- If **N** is entered at the (Y/N) field, the user is returned to the SALES PROCESS MENU (ND4900MA). The system displays the *'Lots Successfully Added To Sale A14'* message.

4.8.5.1.1 Add Additional Cases To An Existing Sale

This process allows the user to Add Additional Case Numbers to an Existing Local or GSA Sale. If new cases are added after the sale date, the system displays a warning message.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: There is a direct relationship between the number of records involved in the processing and the time it takes to complete the process, i.e., the more records the longer time it takes to complete the processing.

- From the SALES PROCESS MENU (ND4900MA), type 1 at Enter Selection, X at Local or X at GSA; Sale No of Prop; and, Lot No of Prop.
- Press <Enter>. NPDMS displays the appropriate data on the ADD SALE PROCESS (ND4910MA) screen, and places the cursor at the first input field.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM										03/01/01	
ADD SALES PROCESS										17:48:15	
SA										MSXXX	
Sale No of Prop:			Lot No of Prop:			Sale Date: _ _ _					
Approved by (Sale Contracting Officer):											
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip): 804101											
Case #	Id	Avail	Sale	Case #	Id	Avail	Sale	Case #	Id	Avail	Sal
		Qty	Qty			Qty	Qty			Qty	Qty
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Sale Method: _ (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)											
Total Acq Cost:				Upset Price: _____				Add More Cases: _			
Navigation:											
Enter- PF13-- PF14-- PF15-- PF16-- PF17-- PF18-- PF19-- PF20-- PF21-- PF22-- PF23-- PF24--											
HELP		LOPF		PREV		CNCL		CLEAR		EXIT	

INPUT DATA

- Case #

- Id (only for Component Systems)
- Press <Enter>.
- The system verifies the Case Numbers and Item Ids that are entered, and re-displays the ADD SALE PROCESS screen (ND4910MA) with the message 'Sale Quantity May Be Adjusted for Each Case Number Added'.
- Appropriate data fields are populated and displayed by the system. The ADD SALE PROCESS screen (ND4910MA) displays the available quantity and sale quantity for each Case Number entered. The user may change the displayed sale quantity.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM											
ADD SALES PROCESS											
SA											
03/01/01											
17:48:14											
MSXXX											
ND4910MA / ND4910PA											
Sale No of Prop: _____ Lot No of Prop: _____ Sale Date: ____ _											
Approved by (Sale Contracting Officer): _____											
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip): 804101											
Case #	Id	Avail	Sale	Case #	Id	Avail	Sale	Case #	Id	Avail	Sal
		Qty	Qty			Qty	Qty			Qty	Qty
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Sale Method: _ (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)											
Total Acq Cost: _____ Upset Price: _____ Add More Cases: _											
Navigation:											
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- -											
HELP LOPF PREV CNCL CLEAR EXIT											

INPUT DATA

- Sale Qty
- Press <Enter>.
- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- The system calculates the Total Acq Cost and re-displays the ADD SALE PROCESS screen (ND4910MA) with the cursor at the Add More Cases field.
- Add More Cases input value = Y or N

- Press **<Enter>**.
- If the user enters a **Y** in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the ADD SALE PROCESS screen (ND4910MA) as described above.
- If the user enters a **N** in the Add More Cases field, the system displays the ADD SALE PROCESS screen (ND4910MA) with the message 'Enter Optional Upset Price'.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM										03/01/01
ADD SALES PROCESS										17:48:18
SA										MSXXX
Sale No of Prop:			Lot No of Prop:			Sale Date: __ __ __				
Approved by (Sale Contracting Officer): _____										
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip): 804101										
Case #	Id Avail	Sale Qty	Case #	Id Avail	Sale Qty	Case #	Id Avail	Sal Qty		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
Sale Method: _ (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)										
Total Acq Cost: _____ Upset Price: _____ Add More Cases: _										
Navigation: _____										
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- -										
HELP LOPF PREV CNCL CLEAR EXIT										

INPUT DATA

- Upset Price
- Add More Cases input value = **Y** or **N**
- Press **<Enter>**.
- The system creates the appropriate freeze transactions for each Case Number entered for the sale. The case file record for each Case Number is updated indicating that a freeze transaction exists.
- If the user enters a **Y** in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the Add Sale Process screen, as described above.
- If the user enters a **N** in the Add More Cases field, the system displays a pop-up window (ND4910MB) and allows the user to add another lot to the current sale.

INPUT DATA

- Enter More Lots For This Sale input value = Y or N
- For GSA Sale, Enter Next Lot No
- Press <Enter>.
- If Y is entered at the (Y/N) field, the ADD SALE PROCESS screen (ND4910MA) is displayed, retaining the Sale No of Prop, Sale Date, Approved by (Sale Contracting Officer), and Sale Method. This allows the user to enter Case Numbers for a new Lot, following the three-step procedure, as outlined above.
- If N is entered at the (Y/N) field, the user is returned to the SALES PROCESS MENU (ND4900MA). The system displays the '*Lots Successfully Added To Sale A14*' message.

4.8.5.2 Change Sale

This process allows the user to perform the following for a specific Sale Number of Property that is being sold by GSA or NASA:

- Change a Lot
- Remove Lot from Sale (due to Default or No Bids)
- Remove Case Numbers from Lot

- Change Case Number Quantities.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

4.8.5.2.1 Remove Lot from Sale

This process allows the user to perform the associated functions for generating a Remove Lot From Sale due to defaults, no bids, and/or withdrawals/deletes to an existing Local or GSA Sale.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- From the SALES PROCESS MENU (ND4900MA), type **2** at Enter Selection; Sale No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data (Lot Numbers for the specified Sale Number) on the CHANGE SALE PROCESS screen (ND4920MA), and places the cursor at the first input field.

```

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
CHANGE SALE PROCESS
SA
03/01/01
17: 58: 32
MSXXX

Sale No of Prop: 80410120010021      Sale Date:  _ _ _
Select (using 'C') the Lot(s) you wish to Change.
Select (using 'W') the Lot(s) you wish to Withdraw/Delete.
Select (using 'D') the Lot(s) you wish to remove due to Defaults.
Select (using 'N') the Lot(s) you wish to remove due to No Bids.

  0001
  _
  _
  _
  _
  _
  _
  _
  _
  _
  _

Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Contr Prop Remvl Date:  _ _ _ _ _ Payment Due Date:  _ _ _ _ _ More Lots:
Navigation:
Enter- PF13-- PF14-- PF15-- PF16-- PF17-- PF18-- PF19-- PF20-- PF21-- PF22-- PF23-- PF24--
      HELP  LOF  PREV          CNCL          PGUP  PGDN          EXIT

```

INPUT DATA

- Sale Date
input format = **MM/DD/YYYY**
- Select the Lot(s) you wish to Change,
 - Withdraw, remove due to
 - Defaults, or remove due to
 - No Bids
input values = **C, W, D, or N**
- Sale Method
input values = **1, 2, 3, 4 or 5**
- Contr Prop Remvl Date
input format = **MM/DD/YYYY**
- Payment Due Date
input format = **MM/DD/YYYY**
- More Lots
input value = **Y or N**
- Press **<Enter>**.
- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

- If **Y** is displayed in the More Lots field, the system scrolls forward, displaying additional lots.
- If **N** is displayed in the More Lots field and no change has been made, the system returns the user to the SALES PROCESS MENU (ND4900MA).
- If the Sale Date or Sale Method is changed, the system requires a Description of Adjustments to be entered. The following pop-up window (ND4970MB) is displayed:

ND4920MA / ND4920PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM CHANGE SALE PROCESS SA		03/01/01 17:58:33 MSXXX							
Sale No	+	-----+									
Select (!	!	ND4970MB									
Select (!	!	Sale Adjustments have been made.									
Select (!	!	Description of Adjustments is required.									
0	!	*****									
—	!	_____									
—	!	_____									
—	!	_____									
—	!	Enter 'C' to Cancel: _									
—	!	-----+									
Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)											
Contr Prop Rmvl Date: _ _ _ _ Payment Due Date: _ _ _ _ More Lots:											
Navigation:											
Enter- PF13-	PF14-	PF15-	PF16-	PF17-	PF18-	PF19-	PF20-	PF21-	PF22-	PF23-	PF24-
HELP	LOPF	PREV	CNCL	PGUP	PGDN	EXIT					

INPUT DATA

- Description of Adjustments is Required
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**.
- If a Description of Adjustments is entered for the modified Sale Date and/or Sale Method, or the Contr Prop Rmvl Date or Payment Due Date is modified, all freeze transaction records pertaining to the Sale are updated with the new information. If **C** to cancel is entered, then the system displays the (ND4920MA) CHANGE SALE PROCESS screen.
- For each Lot Number selected to be removed due to defaults, no bids, and/or withdrawals/deletes, the system requires confirmation before removing the lot from the Sale. The following pop-up window, (ND4920MC), is displayed.

```

PRESS 'ENTER' TO CONTINUE
ND4920MA / ND4920PA      NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM      03/01/01
                           CHANGE SALE PROCESS                          18:11:06
                           SA                                           MSXXX

Sale No of Prop: 80410120010021      Sale Date: 03 02 2001
Select (using 'C') the Lot(s) you wish to Change.
Select (using 'W') the Lot(s) you wish to Withdraw/Delete.
Select (using 'D') the Lot(s) you wish to remove due to Defaults.
Select (using 'N') the Lot(s) you wish to remove due to No Bids.
w 0001
- +-----+
- !
- ! ND4920MC
- !
- ! Lot No of Prop: 0001
- ! Please enter 'Y' to Confirm Delete/Defaults/
- ! No Bids or 'C' to Cancel:
- +-----+

Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Contr Prop Remvl Date: __ __ __ Payment Due Date: __ __ __ More Lots:
Navigation:
Enter- PF13-- PF14-- PF15-- PF16-- PF17-- PF18-- PF19-- PF20-- PF21-- PF22-- PF23-- PF24--
      HELP  LOPF  PREV      CNCL      PGUP  PGDN      EXIT

```

INPUT DATA

- Lot No of Prop
- Confirm Delete/Defaults/No Bids
or 'C' to Cancel input value = Y or C
- Press <Enter>.
- If Y is entered, the system updates the freeze transaction records for every Case Number within the lot with the type of removal as indicated by the Select entry. The system also resets the freeze indicator on each Case Number's case file record if no other freeze transactions exist.
- The user is returned to the CHANGE SALE PROCESS screen (ND4920MA), with the changed fields populated with the new information and the message 'Lots Successfully Changed' is displayed.
- The removal process continues until the user enters N in the More Lots field on the CHANGE SALE PROCESS screen (ND4920MA).

4.8.5.2.2 Remove Case Numbers From Lot

This process allows the user to perform the associated functions for generating a Remove Case Numbers from Lot to an existing Local or GSA Sale.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- From the SALES PROCESS MENU (ND4900MA), type **2** at Enter Selection and Sale No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data (Lot Number for the specified Sale Number) on the CHANGE SALE PROCESS screen (ND4920MA), and places the cursor at the first input field.

ND4920MA / ND4920PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM CHANGE SALE PROCESS SA		03/01/01 18:12:16 MSXXX	
Sale No of Prop: 80410120010021				Sale Date: 03 02 2001	
Select (using 'C') the Lot(s) you wish to Change.					
Select (using 'W') the Lot(s) you wish to Withdraw/Delete.					
Select (using 'D') the Lot(s) you wish to remove due to Defaults.					
Select (using 'N') the Lot(s) you wish to remove due to No Bids.					
-	0001	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)					
Contr Prop Remvl Date: __ __ __ Payment Due Date: __ __ __ More Lots:					
Navigation:					
Enter-	PF13-	PF14-	PF15-	PF16-	PF17-
HELP	LOPF	PREV	CNCL	PGUP	PGDN
					PF18-
					PF19-
					PF20-
					PF21-
					PF22-
					PF23-
					PF24-
					EXIT

INPUT DATA

- Sale Date input format = **MM/DD/YYYY**
- Select the Lot(s) you wish to Change input value = **C**

- Sale Method input value = **1, 2, 3, 4, or 5**
- Contr Prop Remvl Date input format = **MM/DD/YYYY**
- Payment Due Date input format = **MM/DD/YYYY**
- More Lots input value = **Y or N**
- Press **<Enter>**.
- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- If **Y** is entered at More Lots, the system scrolls forward displaying more lots, if available.
- For each Lot Number selected to be changed, the system displays a pop-up window (ND4920MF).

ND4920MA / ND4920PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM CHANGE SALE PROCESS SA	03/01/01 18:06:44 MSXXX
---------------------	---	-------------------------------

Sale No of Prop: 80410120010021 Sale Date: 03 02 2001
 Select (using 'C') the Lot(s) you wish to Change.
 Select (using 'W') the Lot(s) you wish to Withdraw/Delete.
 Select (using 'D') the Lot(s) you wish to remove due to Defaults.
 Select (using 'N') the Lot(s) you wish to remove due to No Bids.

```

c 000 +-----+
      |!                                     |!
      |!   ND4920MF                         |!
      |!                                     |!
      |!   Prop Lot No: 0001                 |!
      |!                                     |!
      |!   Do you wish to Delete Case(s) from the lot (Y/N): _ |!
      |!                                     |!
      +-----+
  
```

Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
 Contr Prop Remvl Date: _ _ _ _ _ Payment Due Date: _ _ _ _ _ More Lots:

Navigation:
 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
 HELP LOPF PREV CNCL PGUP PGDN EXIT

INPUT DATA

- Delete Cases from Lot input value = **Y or N**
- Press **<Enter>**.

- ```

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
CHANGE SALE PROCESS SCREEN 2
03/01/01
18:14:06
MSXXX

Sale No of Prop: 80410120010021 Lot No of Prop: 0001 Sale Date: 03 02 200

Select (using 'D') the case(s) you wish to Delete from this lot.

- 1060C171 02 - - -
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -

Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost: 60000.00 Upset Price: 30.00
Contract Prop Removal Date: Payment Due Date:

More Cases:
Navigation:
Enter- PF13-- PF14-- PF15-- PF16-- PF17-- PF18-- PF19-- PF20-- PF21-- PF22-- PF23-- PF24--
 HELP LOPF PREV CNCL PGUP PGDN EXIT

```

- Select the case(s) you wish to Delete from this Lot  
input value = **D**
- More Cases  
input value = **Y** or **N**
- Press **<Enter>**.
- If **Y** is entered at More Cases, the system displays additional Case Numbers associated with the Lot, if any exist.
- If **N** is entered at More Cases, the system returns the user to the SALES PROCESS MENU screen (ND4900MA).
- For each Case Number selected, the system requires the user to confirm its deletion. The system displays the following pop-up window (ND4920MD).

|                                                                                                          |                                                                                                                                                                       |                               |
|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| ND4920MB / ND4920PB                                                                                      | NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM<br>CHANGE SALE PROCESS SCREEN 2                                                                                              | 03/01/01<br>18:14:02<br>MSXXX |
| Sale No of Prop: 80410120010021 Lot No of Prop: 0001 Sale Date: 03 02 2001                               |                                                                                                                                                                       |                               |
| Select (using 'D') the case(s) you wish to Delete from this lot.                                         |                                                                                                                                                                       |                               |
| - 1060C171 02 -                                                                                          | -                                                                                                                                                                     | -                             |
| -                                                                                                        |                                                                                                                                                                       |                               |
| -                                                                                                        |                                                                                                                                                                       |                               |
|                                                                                                          | <div style="border: 1px solid black; padding: 5px;"> <p>ND4920MB</p> <p>Prop Case No:</p> <p>Please enter 'Y' to Confirm Delete or</p> <p>'C' to Cancel: _</p> </div> |                               |
| Navigation: - - -                                                                                        |                                                                                                                                                                       |                               |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - | HELP LOPF PREV CNCL PGUP PGDN                                                                                                                                         | EXIT                          |

## INPUT DATA

- Please enter 'Y' to Confirm Delete or 'C' to Cancel input value = Y or C
- Press **<Enter>**.
- If **Y** is entered, the system re-displays the CHANGE SALE PROCESS SCREEN 2 (ND4920MB) with the message *'Lot Successfully Changed'*. NPDMS thaws (updates) the frozen transaction record for the specific Case Number and resets the freeze indicator on each Case Number's case file record if no other freeze transactions exist.
- If **C** is entered, the system processes the next Case Number selected.
- The process continues until the user enters **N** in the More Cases field.
- If **N** is entered at the More Lots field, the system returns the user to the CHANGE SALE PROCESS (ND4920MA) screen with the message *'Press 'Enter' To Continue.'* If the user presses **<Enter>**, the system displays the SALES PROCESS MENU (ND4900MA).

### 4.8.5.2.3 Change Case Number Quantities

This process allows the user to perform the associated functions for generating a Change Case Number Quantities to an existing Local or GSA Sale.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

**NOTE:** If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- From the SALES PROCESS MENU (ND4900MA), type **2** at Enter Selection, Sale No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data (Lot Numbers for the specified Sale Number) on the CHANGE SALE PROCESS screen (ND4920MA), and places the cursor at the first input field.

|                                                                              |       |                                                                       |       |                               |       |       |       |       |       |       |       |       |      |
|------------------------------------------------------------------------------|-------|-----------------------------------------------------------------------|-------|-------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|------|
| ND4920MA / ND4920PA                                                          |       | NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM<br>CHANGE SALE PROCESS<br>SA |       | 03/01/01<br>18:27:09<br>MSXXX |       |       |       |       |       |       |       |       |      |
| Sale No of Prop: 80410120010021                                              |       | Sale Date: 03 02 2001                                                 |       |                               |       |       |       |       |       |       |       |       |      |
| Select (using 'C') the Lot(s) you wish to Change.                            |       |                                                                       |       |                               |       |       |       |       |       |       |       |       |      |
| Select (using 'W') the Lot(s) you wish to Withdraw/Delete.                   |       |                                                                       |       |                               |       |       |       |       |       |       |       |       |      |
| Select (using 'D') the Lot(s) you wish to remove due to Defaults.            |       |                                                                       |       |                               |       |       |       |       |       |       |       |       |      |
| Select (using 'N') the Lot(s) you wish to remove due to No Bids.             |       |                                                                       |       |                               |       |       |       |       |       |       |       |       |      |
| -                                                                            | 0001  | -                                                                     | -     | -                             | -     |       |       |       |       |       |       |       |      |
| -                                                                            | -     | -                                                                     | -     | -                             | -     |       |       |       |       |       |       |       |      |
| -                                                                            | -     | -                                                                     | -     | -                             | -     |       |       |       |       |       |       |       |      |
| -                                                                            | -     | -                                                                     | -     | -                             | -     |       |       |       |       |       |       |       |      |
| -                                                                            | -     | -                                                                     | -     | -                             | -     |       |       |       |       |       |       |       |      |
| -                                                                            | -     | -                                                                     | -     | -                             | -     |       |       |       |       |       |       |       |      |
| -                                                                            | -     | -                                                                     | -     | -                             | -     |       |       |       |       |       |       |       |      |
| Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated) |       |                                                                       |       |                               |       |       |       |       |       |       |       |       |      |
| Contr Prop Remvl Date: __ __ __ Payment Due Date: __ __ __ More Lots: N      |       |                                                                       |       |                               |       |       |       |       |       |       |       |       |      |
| Navigation:                                                                  |       |                                                                       |       |                               |       |       |       |       |       |       |       |       |      |
| Enter-                                                                       | PF13- | PF14-                                                                 | PF15- | PF16-                         | PF17- | PF18- | PF19- | PF20- | PF21- | PF22- | PF23- | PF24- | -    |
|                                                                              | HELP  | LOPF                                                                  | PREV  |                               | CNCL  |       | PGUP  | PGDN  |       |       |       |       | EXIT |

## INPUT DATA

- Sale Date  
input format = **MM/DD/YYYY**
- Select the Lot(s) you wish to Change  
input value = **C**

- Sale Method input value = **1, 2, 3, 4, or 5**
- Contr Prop Remvl Date input format = **MM/DD/YYYY**
- Payment Due Date input format = **MM/DD/YYYY**
- More Lots input value = **Y or N**
- Press **<Enter>**.
- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- If **Y** is entered at More Lots, the system scrolls forward displaying more lots, if available.
- For each Lot Number selected to be changed, the system displays the following pop-up window (ND4920MF).

|                                                                              |       |                                                                       |       |                                 |       |       |       |       |       |       |       |         |
|------------------------------------------------------------------------------|-------|-----------------------------------------------------------------------|-------|---------------------------------|-------|-------|-------|-------|-------|-------|-------|---------|
| ND4920MA / ND4920PA                                                          |       | NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM<br>CHANGE SALE PROCESS<br>SA |       | 03/01/01<br>18: 29: 24<br>MSXXX |       |       |       |       |       |       |       |         |
| Sale No of Prop: 80410120010021      Sale Date: 03 03 2001                   |       |                                                                       |       |                                 |       |       |       |       |       |       |       |         |
| Select (using 'C') the Lot(s) you wish to Change.                            |       |                                                                       |       |                                 |       |       |       |       |       |       |       |         |
| Select (using 'W') the Lot(s) you wish to Withdraw/Delete.                   |       |                                                                       |       |                                 |       |       |       |       |       |       |       |         |
| Select (using 'D') the Lot(s) you wish to remove due to Defaults.            |       |                                                                       |       |                                 |       |       |       |       |       |       |       |         |
| Select (using 'N') the Lot(s) you wish to remove due to No Bids.             |       |                                                                       |       |                                 |       |       |       |       |       |       |       |         |
| c                                                                            | 000   | +-----+-----+-----+-----+-----+-----+                                 |       |                                 |       |       |       |       |       |       |       |         |
| -                                                                            | !     | !-----!                                                               |       |                                 |       |       |       |       |       |       |       |         |
| -                                                                            | !     | ! ND4920MF !                                                          |       |                                 |       |       |       |       |       |       |       |         |
| -                                                                            | !     | ! Prop Lot No: 0001 !                                                 |       |                                 |       |       |       |       |       |       |       |         |
| -                                                                            | !     | ! Do you wish to Delete Case(s) from the lot (Y/N): _ !               |       |                                 |       |       |       |       |       |       |       |         |
| -                                                                            | !     | +-----+-----+-----+-----+-----+-----+                                 |       |                                 |       |       |       |       |       |       |       |         |
| -                                                                            | -     | -                                                                     |       |                                 |       |       |       |       |       |       |       |         |
| Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated) |       |                                                                       |       |                                 |       |       |       |       |       |       |       |         |
| Contr Prop Remvl Date: _ _ _ _ _ Payment Due Date: _ _ _ _ _ More Lots: N    |       |                                                                       |       |                                 |       |       |       |       |       |       |       |         |
| Navigation:                                                                  |       |                                                                       |       |                                 |       |       |       |       |       |       |       |         |
| Enter-                                                                       | PF13- | PF14-                                                                 | PF15- | PF16-                           | PF17- | PF18- | PF19- | PF20- | PF21- | PF22- | PF23- | PF24--- |
|                                                                              | HELP  | LOPF                                                                  | PREV  |                                 | CNCL  |       | PGUP  | PGDN  |       |       |       | EXIT    |

## INPUT DATA

- Delete Cases from Lot input value = **Y or N**
- Press **<Enter>**.

- If **Y** is entered, the system displays the CHANGE SALE PROCESS SCREEN 2 (ND4920MB). Refer to Section 4.8.5.2.2 for details of this process.
- If **N** is entered, the system displays the CHANGE SALE PROCESS (ND4910MA) screen.

| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                 |    |       |      |        |    |       |      |        |    | 03/01/01              |      |
|----------------------------------------------------------------------------------------------------------|----|-------|------|--------|----|-------|------|--------|----|-----------------------|------|
| CHANGE SALE PROCESS                                                                                      |    |       |      |        |    |       |      |        |    | 18:35:28              |      |
| ND4910MA / ND4920PC                                                                                      |    |       |      |        |    |       |      |        |    | MSXXX                 |      |
| Sale No of Prop: 80410120010021 Lot No of Prop: 0001                                                     |    |       |      |        |    |       |      |        |    | Sale Date: 03 03 2001 |      |
| Approved by (Sale Contracting Officer): _____                                                            |    |       |      |        |    |       |      |        |    |                       |      |
| Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip): 804101                             |    |       |      |        |    |       |      |        |    |                       |      |
| Case #                                                                                                   | Id | Avail | Sale | Case # | Id | Avail | Sale | Case # | Id | Avail                 | Sale |
|                                                                                                          |    | Qty   | Qty  |        |    | Qty   | Qty  |        |    | Qty                   | Qty  |
| 1060C171                                                                                                 | 02 | 25    | 24   |        |    |       |      |        |    |                       |      |
|                                                                                                          |    |       |      |        |    |       |      |        |    |                       |      |
|                                                                                                          |    |       |      |        |    |       |      |        |    |                       |      |
|                                                                                                          |    |       |      |        |    |       |      |        |    |                       |      |
|                                                                                                          |    |       |      |        |    |       |      |        |    |                       |      |
|                                                                                                          |    |       |      |        |    |       |      |        |    |                       |      |
|                                                                                                          |    |       |      |        |    |       |      |        |    |                       |      |
|                                                                                                          |    |       |      |        |    |       |      |        |    |                       |      |
| Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)                             |    |       |      |        |    |       |      |        |    |                       |      |
| Total Acq Cost: 60000.00 Upset Price: 30.00 More Cases: N                                                |    |       |      |        |    |       |      |        |    |                       |      |
| Navigation: _____                                                                                        |    |       |      |        |    |       |      |        |    |                       |      |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |    |       |      |        |    |       |      |        |    |                       |      |
| HELP LOPF PREV CNCL PGUP PGDN CLEAR EXIT                                                                 |    |       |      |        |    |       |      |        |    |                       |      |

## INPUT DATA

- Sale Qty
- Upset Price
- Press **<Enter>**.
- For each Case Number quantity changed, the system updates the applicable frozen transaction record with the modified quantity. NPDMS re-displays the CHANGE SALE PROCESS (ND4110MA) screen with the message *'Lot Successfully Changed'*.
- If the user enters a **Y** in the More Cases field, the system scrolls forward, displaying additional Case Numbers, if they exist.
- If the user enters a **N** in the More Cases field, the system re-displays the CHANGE SALE PROCESS (ND4910MA) screen to allow the entry of the Upset Price.
- If the user enters a **N** in the More Cases field, the user is returned to the CHANGE SALE PROCESS (ND4920MA) screen where the system continues the Change Case Number Quantities until all selected Lots have been processed. Once all

Lots are processed and the More Cases field is **N**, the system re-displays the CHANGE SALE PROCESS (ND4920MA) with the message *'Press 'Enter' to Continue'*.

- NPDMS then displays the SALE PROCESS MENU (ND4900MA) screen.

#### **4.8.5.3 Sales Award Process (GSA Lot Sale Or NASA Other Sale)**

This process records the award of a specific Property Lot offered for sale to an individual, organization, or company.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **5** at Enter Selection, Sale No of Prop and Lot No of Prop. If the Upset Price and Contract Property Removal Date are not entered before the award, the system displays error messages. To enter the Upset Price, use the Change Sale Process. The Contract Property Removal Date may be entered on the SALES PROCESS MENU (ND4900MA) at the time of an Add or Change.
- Press **<Enter>**. NPDMS displays the appropriate data on the SALES AWARD PROCESS screen (ND4930MA), and places the cursor at the first input field.

|                                                                                                          |  |                                          |  |                       |  |
|----------------------------------------------------------------------------------------------------------|--|------------------------------------------|--|-----------------------|--|
| ND4930MA / ND4930PA                                                                                      |  | NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM |  | 03/01/01              |  |
|                                                                                                          |  | SALE AWARD PROCESS                       |  | 08: 10: 33            |  |
|                                                                                                          |  | SA                                       |  | MSXXX                 |  |
| Sale No of Prop: 1900TEST1                                                                               |  | Lot No of Prop: 0001                     |  | Sale Date: 03 01 2001 |  |
| Approved by (Sale Contracting Officer): _____                                                            |  |                                          |  |                       |  |
| Date Bid Awarded: ** ** *                                                                                |  |                                          |  |                       |  |
| Bidder No: _____                                                                                         |  | Last Name: _____                         |  | First: _____ MI: _    |  |
| Company Name: GSA SALE _____                                                                             |  |                                          |  |                       |  |
| Address: *****                                                                                           |  |                                          |  |                       |  |
| City: *****                                                                                              |  | State: **                                |  | Zip: *****            |  |
| Phone: ( ____ ) ____ - ____                                                                              |  |                                          |  |                       |  |
| Contract Prop Removal Date: 03 / 01 / 01                                                                 |  | Payment Due Date: 03 / 01 / 01           |  |                       |  |
| Sale Amount: *****                                                                                       |  | Actual Prop Payment Date: ____ ____ ____ |  |                       |  |
| Actual Prop Removal Date: ____ ____ ____                                                                 |  |                                          |  |                       |  |
| Sale Contract No: _____                                                                                  |  |                                          |  |                       |  |
| More Lots (Y/N): _                                                                                       |  |                                          |  |                       |  |
| Navigation: _____                                                                                        |  |                                          |  |                       |  |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |  |                                          |  |                       |  |
| HELP LOPF PREV CNCL CLEAR EXIT                                                                           |  |                                          |  |                       |  |

## INPUT DATA

- Sale Date  
input format = **MM/DD/YYYY**
- Approved By  
(Sale Contracting Officer)
- Date Bid Awarded  
input format = **MM/DD/YYYY**
- Bidder No  
mandatory only for NASA Local Sale
- Name Last  
Jr., etc.  
input value = last name and Sr.,
- First
- MI
- Company Name
- Address
- City

- State
- Zip
- Phone
- Sale Amount
- Actual Prop Payment Date input format = **MM/DD/YYYY**
- Actual Prop Removal Date input format = **MM/DD/YYYY**
- Sale Contract No
- More Lots input value = **Y** or **N**
- Press **<Enter>**.
- The system verifies all user entered/changed data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- If a **Y** is entered at the More Lots field, the system displays a pop-up window (ND4930MB) and allows the user to enter Additional Lots and associated award information to the same Awardee.

| ND4930MA / ND4930PA                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM<br>SALE AWARD PROCESS<br>SA |                     | 03/01/01<br>08:13:08<br>MSXXX |        |             |                     |                     |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------|-------------------------------|--------|-------------|---------------------|---------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Sale No of Prop: 1900TEST1      Lot No of Prop: 0001      Sale Date: 03   01   2001<br>Approved by (Sale Contracting Officer): XXXXXX<br>Date Bid Awarded: 03   01   2001<br>Bidder No: 123      Last Name: XXXXX      First: XXXXX      MI: X<br>Company Name: GSA SALE<br>Add |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                      |                     |                               |        |             |                     |                     |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| P<br>Contract<br>Sale Amo<br>Actual P<br>Sale Con                                                                                                                                                                                                                               | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Lot No</th> <th style="text-align: left;">Sale Amount</th> <th style="text-align: left;">Actual Payment Date</th> <th style="text-align: left;">Actual Removal Date</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table> |                                                                      |                     |                               | Lot No | Sale Amount | Actual Payment Date | Actual Removal Date | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Lot No                                                                                                                                                                                                                                                                          | Sale Amount                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Actual Payment Date                                                  | Actual Removal Date |                               |        |             |                     |                     |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| _____                                                                                                                                                                                                                                                                           | _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | _____                                                                | _____               |                               |        |             |                     |                     |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| _____                                                                                                                                                                                                                                                                           | _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | _____                                                                | _____               |                               |        |             |                     |                     |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| _____                                                                                                                                                                                                                                                                           | _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | _____                                                                | _____               |                               |        |             |                     |                     |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| _____                                                                                                                                                                                                                                                                           | _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | _____                                                                | _____               |                               |        |             |                     |                     |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| _____                                                                                                                                                                                                                                                                           | _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | _____                                                                | _____               |                               |        |             |                     |                     |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| _____                                                                                                                                                                                                                                                                           | _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | _____                                                                | _____               |                               |        |             |                     |                     |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| _____                                                                                                                                                                                                                                                                           | _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | _____                                                                | _____               |                               |        |             |                     |                     |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Navigati<br>Enter- PF<br>HE                                                                                                                                                                                                                                                     | Please Enter 'C' to Cancel: _                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                      |                     |                               |        |             |                     |                     |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |

## INPUT DATA

- Lot No
- Sale Amount
- Actual Payment Date input format = **MM/DD/YYYY**
- Actual Removal Date input format = **MM/DD/YYYY**
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**.
- If a **Y** is displayed at the More field, the system re-displays the same pop-up window (ND4930MB) and the user may enter Additional Lots and associated award information to the same Awardee.
- If an **N** is displayed in the More field, NPDMS then returns to the SALE AWARD PROCESS screen (ND4930MA) and displays the message '*N3 Lots Successfully Awarded (With N Case(s))*'.
- If an **N** is entered in the More field on the SALE AWARD PROCESS (ND4930MA) screen, NPDMS then returns to the SALES PROCESS MENU screen (ND4900MA).
- NPDMS Case and Transaction Files are updated when the Actual Prop Removal Date is entered. A X00 Transaction is generated to identify NEMS Equipment data. A NP/NEMS Interface ERN is generated. A T14 or T15 Transaction is generated. When the Actual Prop Removal Date is not entered, the NPDMS Freeze (F00) Transaction record is updated with the awardee information.

#### 4.8.5.4 Sealed Bids (Local Sale Only)

This process allows the user to perform the associated functions by either NASA or its Agents for Sealed Bids. Use Sections 4.8.5.1 to add a new Sale, add a new Lot to an existing Sale, or add additional Cases to an existing Sale; use 4.8.5.2 to change a Sale, remove a Lot from a Sale, remove Case Numbers from a Lot, or change Case Number quantities.

#### 4.8.5.4.1 Enter Sealed Bids (Local Sale Only)

This process allows the entry of Sealed Bids submitted by an individual, organization, or company, against Property Lots within a specific Sale Number of Property. These are Property Lots offered during a Local Sale, where the Property Sale Method identifier is '1' (Sealed Bids).

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **3** at Enter Selection and Sale No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data (Lot Number for the specified Sale Number) on the ENTER SEALED BIDS PROCESS (ND4940MA) (Local Sale Only) screen, and places the cursor at the first input field.

|                                                             |       |                                             |       |                    |                                   |
|-------------------------------------------------------------|-------|---------------------------------------------|-------|--------------------|-----------------------------------|
| ND4940MA / ND4940PA                                         |       | NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM    |       | 03/01/01           |                                   |
|                                                             |       | ENTER SEALED BIDS PROCESS (Local Sale Only) |       | 08:25:42           |                                   |
|                                                             |       | SA                                          |       | MSXXX              |                                   |
| Sale No of Prop: 80410120010023                             |       | Sale Date: 03 01 2001                       |       |                    |                                   |
| Bidder No: *****                                            |       | Name Last: _____                            |       | First: _____ MI: _ |                                   |
| Company Name: _____                                         |       |                                             |       |                    |                                   |
| Address: *****                                              |       |                                             |       |                    |                                   |
| City: *****                                                 |       | State: **                                   |       | Zip: *****         |                                   |
| Phone: ( ____ ) ____ - ____                                 |       |                                             |       |                    |                                   |
| Enter Bid Amounts for following the Lot(s) for this Bidder: |       |                                             |       |                    |                                   |
| 0001                                                        | _____ | 0002                                        | _____ | _____              |                                   |
|                                                             | _____ |                                             | _____ | _____              |                                   |
|                                                             | _____ |                                             | _____ | _____              |                                   |
|                                                             | _____ |                                             | _____ | _____              |                                   |
|                                                             | _____ |                                             | _____ | _____              |                                   |
|                                                             | _____ |                                             | _____ | _____              | More Lots: N                      |
| Navigation:                                                 |       |                                             |       |                    |                                   |
| Enter- PF13-                                                | PF14- | PF15-                                       | PF16- | PF17-              | PF18-                             |
| HELP                                                        | LOPF  | PREV                                        | CNCL  | PGUP               | PGDN                              |
|                                                             |       |                                             |       | CLEAR              |                                   |
|                                                             |       |                                             |       |                    | PF21- - PF22- - PF23- - PF24- - - |
|                                                             |       |                                             |       |                    | EXIT                              |

## INPUT DATA

- Bidder No
- Name Last  
input value = last name is and Sr., Jr., etc., mandatory if Company Name not entered
- First

- MI
- Company Name  
entered  
input value = company name is mandatory if Last Name not
- Address
- City
- State
- Zip
- Phone
- Lot No of Prop (displayed by the system)
- Bid Amounts

**NOTE:** The user enters bid amounts for only those lots for which the bidder has placed a bid.

- More Lots (displayed by the system) value = **Y** or **N**
- Press **<Enter>**.
- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- Upon verification of data entered, the system stores the bidder information for each lot for which a bid amount is entered.
- If **Y** is displayed by the system in the More Lots field and the user presses Enter, the system scrolls forward displaying additional Lots for the Sale. The user can then enter Bid Amounts.
- If **N** is displayed by the system in the More Lots field and the user presses Enter, the system re-displays the (ND4940MA) Enter Sealed Bids Process (Local Sale Only) screen with the message: *'Sealed Bids for N Lot(s) Added for Bidder A10'*. The user presses **<Enter>** again to get out of this process.

#### 4.8.5.4.2 Remove Bidder From Lot

This process allows the user to Remove the Bidder from the Lot due to a data entry error or the Bidder withdraws an entered bid.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **4** at Enter Selection, Sale No of Prop and Lot No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data on the CHANGE SEALED BIDS PROCESS (ND4940MB) (Local Sale Only) screen, and places the cursor at the first input field.

|                                                                                   |                                              |                      |
|-----------------------------------------------------------------------------------|----------------------------------------------|----------------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                          |                                              | 03/01/01             |
| ND4940MB /ND4940PA                                                                | CHANGE SEALED BIDS PROCESS (Local Sale Only) | 08: 35: 33<br>MSXXX  |
| Sale No of Prop:                                                                  | Lot No of Prop:                              | Sale Date:    /    / |
| Select (using 'C') the Bidder(s) you wish to Change.                              |                                              |                      |
| Select (using 'D') the Bidder(s) you wish to Delete.                              |                                              |                      |
| Select (using 'W') the Bidder(s) you wish to Withdraw from the Bid.               |                                              |                      |
| Bidder No                                                                         | Bidder Name                                  | Bid Amount           |
| -----                                                                             |                                              |                      |
|                                                                                   |                                              |                      |
|                                                                                   |                                              |                      |
|                                                                                   |                                              |                      |
|                                                                                   |                                              |                      |
|                                                                                   |                                              |                      |
|                                                                                   |                                              |                      |
|                                                                                   |                                              |                      |
|                                                                                   |                                              |                      |
|                                                                                   |                                              | More Bidders:        |
| Navigation: _____                                                                 |                                              |                      |
| Enter- PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF12--- |                                              |                      |

## INPUT DATA

- Select the bidder(s) you wish to change                      input value = **D** or **W**
- More Bidders (displayed by the system)                      input value = **Y** or **N**

- Press <Enter>.
- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- If More Bidders equals **Y**, the system scrolls forward, displaying additional Bidder Nos.
- If More Bidders equals **N**, the system displays the pop-up window (ND4940MD) to confirm the removal of the bidder from the lot.

|                                                                                                                   |                                                                                                                                                                                                        |                |               |
|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                          |                                                                                                                                                                                                        |                | 03/01/01      |
| ND4940MB /ND4940PB                                                                                                | CHANGE SEALED BIDS PROCESS (Local Sale Only)                                                                                                                                                           |                | 08:36:27      |
|                                                                                                                   |                                                                                                                                                                                                        |                | MSXXX         |
| Sale No of Prop:                                                                                                  | Lot No of Prop:                                                                                                                                                                                        | Sale Date: / / |               |
| Select (using 'C') the Bidder(s) you wish to Change.                                                              |                                                                                                                                                                                                        |                |               |
| Select (using 'D') the Bidder(s) you wish to Delete.                                                              |                                                                                                                                                                                                        |                |               |
| Select (using 'W') the Bidder(s) you wish to Withdraw from the Bid.                                               |                                                                                                                                                                                                        |                |               |
| Bidder No                                                                                                         | Bidder Name                                                                                                                                                                                            | Bid Amount     |               |
| -----                                                                                                             |                                                                                                                                                                                                        |                |               |
| -                                                                                                                 | <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>ND4940MD</b></p> <p>Bidder No:</p> <p>Please enter 'Y' to Confirm Delete/Withdrawal or<br/>'C' to Cancel: _</p> </div> |                |               |
| -                                                                                                                 |                                                                                                                                                                                                        |                |               |
| -                                                                                                                 |                                                                                                                                                                                                        |                |               |
| -                                                                                                                 |                                                                                                                                                                                                        |                |               |
| -                                                                                                                 |                                                                                                                                                                                                        |                |               |
| -                                                                                                                 |                                                                                                                                                                                                        |                |               |
| -                                                                                                                 |                                                                                                                                                                                                        |                |               |
| -                                                                                                                 |                                                                                                                                                                                                        |                |               |
| -                                                                                                                 |                                                                                                                                                                                                        |                |               |
| -                                                                                                                 |                                                                                                                                                                                                        |                |               |
|                                                                                                                   |                                                                                                                                                                                                        |                | More Bidders: |
| Navigation: _____                                                                                                 |                                                                                                                                                                                                        |                |               |
| Enter- PF1- - - PF2- - - PF3- - - PF4- - - PF5- - - PF6- - - PF7- - - PF8- - - PF9- - - PF10- - PF11- - PF12- - - |                                                                                                                                                                                                        |                |               |

#### INPUT DATA

- Confirm Delete/Withdrawal or Cancel input values = **Y** or **C**
- Press <Enter>.
- If **C** is entered, the system re-displays the CHANGE SEALED BIDS PROCESS (ND4940MB) (Local Sale Only) screen.
- If **Y** is entered, the CHANGE SEALED BIDS PROCESS (ND4940MB) screen displays with the message '*Change Sealed Bids Process Ended Successfully*'. The system updates the bidder record for the lot with the appropriate delete/withdrawal code. To exit to the SALES PROCESS MENU (ND4900MA) press PF17 Key.

#### 4.8.5.4.3 Change Bidder Information

This process allows the user to update Bidder Information for Sealed Bids Sales.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **4** at Enter Selection, Sale No of Prop, and Lot No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data on the CHANGE SEALED BIDS PROCESS (ND4940MB) (Local Sale Only) screen, and places the cursor at the first input field.

|                                                                                                                   |                                              |                |
|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                                                          |                                              | 03/01/01       |
| ND4940MB / ND4940PA                                                                                               | CHANGE SEALED BIDS PROCESS (Local Sale Only) | 08:38:23       |
|                                                                                                                   |                                              | MSXXX          |
| Sale No of Prop:                                                                                                  | Lot No of Prop:                              | Sale Date: / / |
| Select (using 'C') the Bidder(s) you wish to Change.                                                              |                                              |                |
| Select (using 'D') the Bidder(s) you wish to Delete.                                                              |                                              |                |
| Select (using 'W') the Bidder(s) you wish to Withdraw from the Bid.                                               |                                              |                |
| Bidder No                                                                                                         | Bidder Name                                  | Bid Amount     |
| -----                                                                                                             |                                              |                |
| -                                                                                                                 |                                              |                |
| -                                                                                                                 |                                              |                |
| -                                                                                                                 |                                              |                |
| -                                                                                                                 |                                              |                |
| -                                                                                                                 |                                              |                |
| -                                                                                                                 |                                              |                |
| -                                                                                                                 |                                              |                |
| -                                                                                                                 |                                              |                |
|                                                                                                                   |                                              | More Bidders:  |
| Navigation:                                                                                                       |                                              |                |
| Enter- PF1- - - PF2- - - PF3- - - PF4- - - PF5- - - PF6- - - PF7- - - PF8- - - PF9- - - PF10- - PF11- - PF12- - - |                                              |                |

## INPUT DATA

- Select the Bidder(s) you wish to Change      input value = **C**
- More Bidders (displayed by the system)      value = **Y** or **N**
- Press **<Enter>**.

- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- If More Bidders equals **Y**, the system scrolls forward, displaying additional Bidder Nos.
- If More Bidders equals **N**, the system displays the CHANGE SEALED BIDS PROCESS - 2 (ND4940MC).

| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                                           |  |                         |  | 03/01/01              |
|------------------------------------------------------------------------------------|--|-------------------------|--|-----------------------|
| ND4940MC /ND4940PC CHANGED SEALED BIDS PROCESS (Local Sale Only)                   |  |                         |  | 08:38:25              |
|                                                                                    |  |                         |  | MSXXX                 |
| Sale No of Prop:                                                                   |  | Lot No of Prop:         |  | Sale Date: 03/01/2001 |
| Bidder No: NASA                                                                    |  | Last Name: XXXXX        |  | First: XXXXX MI: X    |
| Company Name:                                                                      |  |                         |  |                       |
| Address: Redstone Arsenal                                                          |  |                         |  |                       |
| City: Huntsville                                                                   |  | State: Al               |  | Zip: 35812            |
| Phone: (XXX)XXX-5555                                                               |  |                         |  |                       |
| Bid Amount:                                                                        |  | Bid Modification Amount |  |                       |
| Modification Amount Explanation                                                    |  |                         |  |                       |
| Navigation:                                                                        |  |                         |  |                       |
| Enter- PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- |  |                         |  |                       |
| Help Mset Exit Test Edit -- - + Split < > Let                                      |  |                         |  |                       |

## INPUT DATA

- Name Last  
Jr., etc. input value = last name and Sr.,
- First
- MI
- Company Name
- Address
- City

- State
- Zip Code
- Phone
- Bid Amount

**NOTE:** If the bid amount field is displayed with data, then this field is protected. any change to the bid amount must be entered at the bid modification amount field with an explanation for the change.

- Bid Modification Amount
- Modification Amount Explanation
- Press **<Enter>**.
- The system displays the CHANGED SEALED BIDS PROCESS - 2 (ND4940MC) with the message *'Change Sealed Bids Process Ended Successfully'*. Press **<Enter>** to return to the CHANGE SEALED BIDS PROCESS (ND4940MB), which displays the message *'Press 'Enter' To continue'*. If the user presses **<Enter>** the system displays the SALES PROCESS MENU (ND4900MA).

#### 4.8.5.4.4 Change Bid Amounts

This Sealed Bids process allows the user to enter additional bid amounts for Lots within a Sale.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **4** at Enter Selection and Sale No of Prop.
- Press **<Enter>**. NPDMS displays the pop-up window (ND4900MB) and places the cursor at the first input field.

```

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
SALES PROCESS MENU
03/01/01
08: 56: 11
MSXXX

ND4900MA / ND4900PA
SA
ND4900MB
Please enter Bidder No.:
or 'C' to Cancel:

1 Add - Sale
2 Change - Sale
3 Enter Sealed Bids (Local Sale Only)
4 Change Sealed Bids (Local Sale Only)
5 Add - Awardee
6 Change - Awardee (Sealed Bid Local Sale)
7 Close Lot (Sealed Bid Local Sale)
8 Single Case Sale
9 Cancel/Reschedule - Sale
10 Reversal - Sale

Enter Selection: _ Select Selling Agent: LOCAL _ GSA _

Contract Prop Removal Date: _ _ _ Payment Due Date: _ _ _
Sale No of Prop: _ _ _ Lot No of Prop: _ _ _
Prop Case No: 804101 _ _ _ Item Id: _ _ _

Navigation: _ _ _ _ _
Enter-PF13-- PF14-- PF15-- PF16-- PF17-- PF18-- PF19-- PF20-- PF21-- PF22-- PF23-- -- PF24-- --
HELP LOFF PREV CNCL CLEAR EXIT

```

## INPUT DATA

- Please Enter Bidder No or 'C' to Cancel  
input value = **A10** or **C**
- Press **<Enter>**.
- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- If the Bidder No is valid, the system displays the CHANGE SEALED BIDS PROCESS (ND4940MA) screen.

|                                                                  |                                                                                           |                       |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------------|
| NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                         |                                                                                           | 03/01/01              |
| ND4940MA / ND4940PC CHANGE SEALED BIDS PROCESS (Local Sale Only) |                                                                                           | 08:56:12              |
|                                                                  |                                                                                           | MSXXX                 |
| Sale No of Prop:                                                 |                                                                                           | Sale Date: 03/01/2001 |
| Bidder No: 123                                                   | Name Last: XXXXX                                                                          | First: XXXXX MI: X    |
| Company Name: MSFC                                               |                                                                                           |                       |
| Address: Redstone Arsenal                                        |                                                                                           |                       |
| City: Huntsville                                                 | State: Al                                                                                 | Zip: 35812            |
| Phone: XXX-XXX-5555                                              |                                                                                           |                       |
| Enter Bid Amounts for following the Lot(s) for this Bidder:      |                                                                                           |                       |
| _____                                                            | _____                                                                                     | _____                 |
| _____                                                            | _____                                                                                     | _____                 |
| _____                                                            | _____                                                                                     | _____                 |
| _____                                                            | _____                                                                                     | _____                 |
| _____                                                            | _____                                                                                     | _____                 |
| More Lots: ____                                                  |                                                                                           |                       |
| Navigation: _____                                                |                                                                                           |                       |
| Enter- PF13- -                                                   | PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |                       |
| LOPF                                                             | PGUP PGDN                                                                                 | EXIT                  |

## INPUT DATA

- Enter Bid Amounts for this Bidder
- Press <Enter>.
- The system displays the CHANGE SEALED BIDS PROCESS (ND4940MB) with the message 'Sealed Bids For N Lot(s) Added For Bidder A10'. Press <Enter> to return to the SALES PROCESS MENU (ND4900MA).

#### 4.8.5.4.5 Add Awardee Process

This process allows the user to record the Awardee data for adding an Awardee to property lots that are to be sold by either NASA or its Agent for Sealed Bids sales.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **5** at Enter Selection, Sale No of Prop, and Lot No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data on the ADD AWARDEE PROCESS SCREEN 2 (ND4950MB), and places the cursor at the first input field.

|                                                                                                          |           |                                          |       |                       |      |            |  |
|----------------------------------------------------------------------------------------------------------|-----------|------------------------------------------|-------|-----------------------|------|------------|--|
| ND4950MB / ND4950PB                                                                                      |           | NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM |       |                       |      | 03/01/01   |  |
|                                                                                                          |           | ADD AWARDEE PROCESS SCREEN 2             |       |                       |      | 18: 51: 56 |  |
|                                                                                                          |           | SA                                       |       |                       |      | MSXXX      |  |
| Sale No of Prop: 80410120010021                                                                          |           | Date                                     |       | Sale Date: 03 03 2001 |      |            |  |
| Lot No of Prop: 0001                                                                                     |           | Bid Awarded: ** ** *                     |       |                       |      |            |  |
| Choice                                                                                                   | Bidder No | Bidder Name                              |       | Bid Amount            |      |            |  |
| -----                                                                                                    | -----     | -----                                    |       | -----                 |      |            |  |
| -                                                                                                        | NASA      | XXXXXXXXXX X                             |       | 2500.00               |      |            |  |
| -                                                                                                        |           |                                          |       |                       |      |            |  |
| -                                                                                                        |           |                                          |       |                       |      |            |  |
| -                                                                                                        |           |                                          |       |                       |      |            |  |
| -                                                                                                        |           |                                          |       |                       |      |            |  |
| -                                                                                                        |           |                                          |       |                       |      |            |  |
| -                                                                                                        |           |                                          |       |                       |      |            |  |
| -                                                                                                        |           |                                          |       |                       |      |            |  |
| -                                                                                                        |           |                                          |       |                       |      |            |  |
| Next Lot: _____                                                                                          |           | More Bidders: N                          |       |                       |      |            |  |
| Navigation:                                                                                              |           |                                          |       |                       |      |            |  |
| Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - |           |                                          |       |                       |      |            |  |
| HELP LOPF PREV                                                                                           | CNCL      |                                          | CLEAR |                       | EXIT |            |  |

#### INPUT DATA

- Date Bid Awarded input format = **MM/DD/YYYY**

- ```

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
ADD AWARDEE PROCESS SCREEN 2
SA
03/01/01
19:04:18
MSXXX

ND4950MB / ND4950PB

Sale No of Prop: 80410120010021      Sale Date: 03  01  2001
Lot No of Prop: +-----+
Choice Bidder ! nt
----- ! ----
x NASA ! 0.00
      ! ND4950MC
      ! 001 Lot(s) Successfully Awarded To: NASA
      ! You may now schedule Bidder's Notification of
      ! Award Report and Sales Slip Report.
      +-----+

Next Lot: _____      More Bidders: N
Navigation:
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -
      HELP  LOPF  PREV          CNCL                      CLEAR                      EXIT

```

- Press **<Enter>**. The system re-displays ADD AWARDEE PROCESS SCREEN 2 (ND4950MB) for entry of the Next Lot.
- The NPDMS Bidder and Transaction Files are updated.
- If the Next Lot field is not entered, the Add Awardee Process returns to the SALES PROCESS MENU screen (ND4900MA).
- If the Next Lot field is populated, the (ND4950MB) screen is re-displayed with the entered lot information and the processing continues as above.

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This process allows the user to update Awardee data for property lots that are sold by NASA or its Agent for Sealed Bids sales.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **6** at Enter Selection and Sale No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data on the CHANGE AWARDEE PROCESS screen (ND4950MA), and places the cursor at the first input field.

ND4950MA / ND4950PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM CHANGE AWARDEE PROCESS SA		03/01/01 19:06:39 MSXXX	
Sale No of Prop: 80410120010021		Sale Date: 03 01 2001			
Select (using 'X') the Lot that has been Awarded.					
-	0001	-	-	-	-
-		-	-	-	-
-		-	-	-	-
-		-	-	-	-
-		-	-	-	-
-		-	-	-	-
-		-	-	-	-
More Lots:					
Navigation:					
Enter- PF13-	PF14-	PF15-	PF16-	PF17-	PF18-
HELP	LOPF	PREV	CNCL	CLEAR	EXIT

INPUT DATA

- Select Lot to be Awarded
- More Lots input value = **Y** or **N**
- Press **<Enter>**.

- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- If a **Y** is entered at the More Lots field, the user may view additional lots for selection.

The system displays the CHANGE AWARDEE PROCESS SCREEN 2 (ND4950MB) to allow the user to select a Bidder for an award.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM				03/01/01	
CHANGE AWARDEE PROCESS SCREEN 2				19:08:11	
SA				MSXXX	
ND4950MB / ND4950PB		Sale No of Prop: 80410120010021		Sale Date: 03 01 2001	
Lot No of Prop: 0001		Date Bid Awarded: 03 01 2001			
Choice	Bidder No	Bidder Name		Bid Amount	
-----	-----	-----	-----	-----	-----
*	NASA	XXXXXXXXXX	X	2500.00	
-					
-					
-					
-					
-					
-					
-					
-					
Next Lot: _____ Reprint Sales Slip Report: _ More Bidders: N					
Navigation:					
Enter- PF13-	PF14-	PF15-	PF16-	PF17-	PF18-
HELP	LOPF	PREV	CNCL		
				PF19-	PF20-
				CLEAR	
					PF21-
					PF22-
					PF23-
					PF24-
					EXIT

INPUT DATA

- Date Bid Awarded input format = **MM/DD/YYYY**
- Choice input value = **X**
- Next Lot
- Reprint Sales Slip Report input value = **Y** or **blank**
- More Bidders input value = **Y** or **N**
- Press **<Enter>**.
- If a **Y** is entered at the More Bidders field, the user may view Additional Bidders for selection.

- The system displays a pop-up window (ND4950MC) to inform the user that Lots are successfully awarded to Bidders.

ND4950MB / ND4950PB		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM CHANGE AWARDEE PROCESS SCREEN 2 SA		03/01/01 19:08:11 MSXXX	
Sale No of Prop: 80410120010021		Sale Date: 03 01 2001			
Lot No of Prop:	Choice Bidder !	+-----+ ! nt			
-----	-----	! ND4950MC !			
*	NASA	! 0.00			
—		! 001 Lot(s) Successfully Awarded To: NASA !			
—		! You may now schedule Bidder's Notification of !			
—		! Award Report and Sales Slip Report. !			
—		+-----+ !			
—					
—					
—					
—					
—					
—					
—					
Next Lot: _____		Reprint Sales Slip Report: _		More Bidders: N	
Navigation:					
Enter- PF13-	PF14-	PF15-	PF16-	PF17-	PF18-
HELP	LOPF	PREV	CNCL	CLEAR	EXIT
				PF20-	PF21-
				PF22-	PF23-
					PF24-

INPUT DATA

- Press **<Enter>**. The system re-displays CHANGE AWARDEE PROCESS SCREEN 2 (ND4950MB) for entry of the Next Lot.
- The NPDMS Bidder and Transaction Files are updated.
- If the Next Lot field is not entered, the system returns to the SALES PROCESS MENU screen (ND4900MA).
- If the Next Lot field is populated, the CHANGE AWARDEE PROCESS SCREEN 2 (ND4950MB) re-displays, which shows the previously entered lot information. Processing then continues as stated above.

4.8.5.4.7 Close Lot Process (Sealed Bid)

This process allows the user to close a specific Property Lot that is sold by sealed bid during a local sale and is conducted by NASA or its Agents.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available.

Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

The Lot is closed after payment is received and property is removed by awardee.

- From the SALES PROCESS MENU (ND4900MA), type **7** at Enter Selection, Sale No of Prop and Lot No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data on the CLOSE LOT PROCESS screen (ND4960MA), and places the cursor at the first input field.

ND4960MA / ND4960PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM CLOSE LOT PROCESS		03/01/01 09: 16: 31 MSXXX	
Sale No of Prop:		Lot No of Prop:		Sale Date: 03 01 2001	
Approved by (Sale Contracting Officer): *****					
Date Bid Awarded: 03 01 2001					
Bidder No: 123		Last Name: XXXXX		First: XXXXX MI: X	
Company Name: MSFC					
Address: Redstone Arsenal					
City:		State:		Zip:	
Phone: (XXX) XXX - XXXX					
Contract Prop Removal Date: 03/01/2001		Payment Due Date: / /			
Sale Amount:		Actual Prop Payment Date: _ _ _			
Actual Prop Removal Date: _ _ _					
Sale Contract No: _ _ _ _ _		Sale Receipt Doc No:			
		More Lots (Y/N): _			
Navigation: _____					
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24					

INPUT DATA

- Sale Date input format = **MM/DD/YYYY**
- Approved By
(Sale Contracting Officer)
- Date Bid Awarded input format = **MM/DD/YYYY**
- Bidder No

- Name Last
Jr., etc. input value = last name and Sr.,
- First
- MI
- Company Name
- Address
- City
- State
- Zip
- Phone
- Sale Amount
- Actual Prop Payment Date input format = **MM/DD/YYYY**
- Actual Prop Removal Date input format = **MM/DD/YYYY**
- Sale Contract No
- Press **<Enter>**.
- The system verifies all user entered/changed data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- The system re-displays the CLOSE LOT PROCESS screen (ND4960MA) with the message *'N Lots Successfully Closed to Bidder A10'*. The More Lots field may now be filled.
- More Lots input value = **Y** or **N**
- Press **<Enter>**.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM

03/01/01

ND4960MA / ND4960PA

CLOSE LOT PROCESS

09: 16: 35
MSXXX

Sale No of Prop:

Lot No of Prop:

Sale Date: 03 01 2001

Approved by (Sale Contracting Officer): *****

Date Bid Awarded: 03 01 2001

Bidder No: 123

Last Name: XXXXX

First: XXXXX

MI: X

Comp

ND4930MB

Lot No	Sale Amount	Actual Payment Date	Actual Removal Date
_____	___/___/___	___/___/___	___/___/___
_____	___/___/___	___/___/___	___/___/___
_____	___/___/___	___/___/___	___/___/___
_____	___/___/___	___/___/___	___/___/___
_____	___/___/___	___/___/___	___/___/___
_____	___/___/___	___/___/___	___/___/___

Please Enter 'C' to Cancel:

Navigation:

Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24

- Lot No
- Actual Payment Date input format = **MM/DD/YYYY**
- Actual Removal Date input format = **MM/DD/YYYY**
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS then re-displays the CLOSE LOT PROCESS screen (ND4960MA)
- If a **Y** is entered at the More field, the system re-displays the same pop-up window (ND4930MB) and the user may enter Additional Lots and associated award information to the same Awardee.
- If an **N** is entered in the More field, NPDMS then returns to the SALES PROCESS MENU (ND4900MA).
- NPDMS Case and Transaction Files are updated when the Actual Prop Removal Date is entered. A X00 Transaction is generated to identify NEMS Equipment data. A NP/NEMS Interface ERN is generated. A T14 Transaction is generated. When

the Actual Prop Removal Date is not entered, the NPDMS Freeze (F00) Transaction record is updated with the awardee information.

NOTE: The system verifies that the following fields are populated: actual prop payment date, sale amount, sale date, and approved by (sale contracting officer).

NOTE: The user may perform the close lot process in two steps as follows:

- In the first step, the user may not wish to enter Actual Prop Removal Date, this updates the Freeze Transaction (F00) records in the Transaction File.
- In the second step, the user must enter Actual Prop Removal Date. This creates a Final Disposition Transaction (T14) record.

4.8.5.5 Reversal Sale Process

This process allows the user to reverse a Sale of a specific property lot that was sold. It allows the user to correct an erroneous closing of a lot (e.g., caused by a data entry error).

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- From the SALES PROCESS MENU (ND4900MA), type **10** at Enter Selection, Sale No of Prop and Lot No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data on the REVERSAL SALE PROCESS screen (ND4980MA), and places the cursor at the first input field.

INPUT DATA

- 550

INPUT DATA

- Adjustment Description
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**.
- If a blank is entered in the Enter **C** to Cancel field, the system then returns to the SALES PROCESS MENU screen (ND4900MA) and displays the message '*Lots Successfully Reversed*'.
- If a **C** is entered to Cancel, the system returns to the SALES PROCESS MENU (ND4900MA) and displays the message '*Activity Canceled By User - No Action Taken*'.
- If a 'P' is entered on the REVERSAL SALE PROCESS screen (ND4980MA) to process the NPDMS Bidder, the Case and Transaction Files are updated. A reversal transaction 'RTnn' is recorded where 'Tnn' equals '14' or '15' in the NPDMS Transaction File.

4.8.5.6 Cancel/Reschedule Sale Process

This process allows the user to cancel/reschedule a Sale and to change property lots that are to be sold by either NASA or its Agent or GSA from one Property Sale Date to a New Property Sale Date.

For GSA conducted sales, the user must enter a new Sale Number and new Lot Number at the appropriate places on the screen. For NASA conducted sales, the system generates a

new Sale Number of Property and new Lot Number of Property at the appropriate places on the screen. In both cases, the user must enter a new Property Sale Date.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **9** at Enter Selection and enter Sale No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data on the CANCEL SALE PROCESS screen (ND4970MA), and places the cursor at the first input field.

ND4970MA / ND4970PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM CANCEL/RESCHEDULE SALE PROCESS SA		03/01/01 10:15:25 MSXXX	
Sale No of Prop: 80410120010021		Sale Date: 03 01 2001			
New Sale No:					
Select (using 'X') the Lot(s) you wish to Change.					
Lot No	New Lot No	Lot No	New Lot No	Lot No	New Lot No
-----	-----	-----	-----	-----	-----
- 0001					
More Lots:					
Navigation:					
Enter- PF13-	PF14-	PF15-	PF16-	PF17-	PF18-
HELP	LOPF	PREV	CNCL	CLEAR	EXIT

INPUT DATA

- New Sale No (only for GSA Sale)
- Sale Date
input format = **MM/DD/YYYY**
- Select Lot to Change
input value = **X**
- New Lot No (only for GSA Sale)

- More Lots input value = **Y** or **N**
- Press **<Enter>**.
- The system verifies all user entered/changed data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- If a **Y** is entered at the More Lots field, the user may enter Additional Cancel Lots.
- The system displays a pop-up window (ND4970MB) to allow the user to enter an Adjustment Description.

ND4970MA / ND4970PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM CANCEL/RESCHEDULE SALE PROCESS SA		03/01/01 10:16:43 MSXXX	
Sale No of Prop: 80410120010021		Sale Date: 03 02 2001			
New Sale No:					
Select (using 'X') the Lot(s) you wish to Change.					
Lot No	New Lot No	Lot No	New Lot No	Lot No	New Lot No
X	-				
<div style="border: 1px solid black; padding: 5px;"> <p>ND4970MB</p> <p>Sale Adjustments have been made. Description of Adjustments is required.</p> <p>*****</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">:</p> </div>					
Navi ga		Enter 'C' to Cancel: _		---	
Enter-					

INPUT DATA

- Description of Adjustments
- Enter 'C' to Cancel input value = **C** or **blank**
- Press **<Enter>**.
- If a **C** is entered to Cancel, the system returns to the SALES PROCESS MENU (ND4900MA) and displays the message *'Activity Canceled by user - No Action Taken'*.

The system displays the CHANGE SALE PROCESS screen (ND4910MA).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM										03/01/01	
CHANGE SALE PROCESS										10:28:03	
ND4910MA / ND4920PC										MSXX	
Sale No of Prop: 80410120010026 Lot No of Prop: 0001 Sale Date: 03 02 2001											
Approved by (Sale Contracting Officer):											
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip): 804101											
Case #	Id	Avail	Sale	Case #	Id	Avail	Sale	Case #	Id	Avail	Sale
		Qty	Qty			Qty	Qty			Qty	Qty
5306S029	01	1	1								
Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)											
Total Acq Cost: 500.00 Upset Price: 300.00 More Cases: N											
Navigation:											
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -											
HELP LOPF PREV CNCL PGUP PGDN CLEAR EXIT											

INPUT DATA

- Sale Qty
- More Cases input value = Y or N
- Press **<Enter>**.
- The system calculates the Total Acq Cost and re-displays the CHANGE SALE PROCESS screen (ND4910MA).
- For each case number quantity changed, the system updates the applicable frozen transaction record with the modified quantity.
- If the user enters a Y in the Add More Cases field, the system scrolls forward, displaying additional case numbers, if they exist.
- If the user enters a N in the Add More Cases field, the user is returned to the CANCEL SALE PROCESS screen (ND4970MA) with the message 'Lots Successfully Canceled'. Press **<Enter>** to return to SALES PROCESS MENU (ND4900MA).
- The NPDMS Bidder, Case and Transaction Files are updated. The sales and lot numbers are generated for NASA conducted sale.

4.8.5.7 Single Case Sale Process - GSA

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMs displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **8** at Enter Selection, Sale No Of Prop, Lot No Of Prop, and Prop Case No. A new sale and lot must be entered with a single case to use this process.
- Press **<Enter>**. NPDMS displays the appropriate data on the SINGLE CASE SALE - SOLD BY GSA (T15) screen (ND5115MA), and places the cursor at the first input field.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM		03/01/01
ND5115MA /MD5115PA	SOLD BY GSA (T15)	10: 28: 05
		MSXXX

Prop Case No:	Item Id:	Current Qty:
Local Ref No:	Turn-In Doc No:	
Item Name/Desc:		
Qty Sold:-	Actual Prop Removal Date:- __ - __ - ____	
===== PURCHASER'S INFORMATION =====		
Company Name:		
Address:	State:	Zip: -35812
City:	Phone: (XXX)XXX-5555	
Requestor Name:	Sale Lot No:	Sale Date: __ - __ -
Sale No:		

Approved By (Contracting Officer):	Proceeds
Sale Contract No:	
Contract Prop Removal Date:- __ - __ - ____	

Navigation:

Enter-PF13-- PF14-- PF15-- PF16-- PF17-- PF18-- PF19-- PF20-- PF21-- PF22-- PF23-- PF24-- --
LOPF PGUP PGDN EXIT

- Qty Sold
- Actual Prop Removal Date input format = **MM/DD/YYYY**
- Company Name
- Address

- City
- State
- Zip
- Requestor Name
- Phone
- Sale No
- Sale Lot No
- Sale Date input format = **MM/DD/YYYY**
- Approved By
 (Sale Contracting Officer)
- Sale Contract No
- Proceeds
- Contract Prop Removal Date input format = **MM/DD/YYYY**
- Press **<Enter>**.
- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- The NPDMS Case and Transaction Files are updated.
- The SINGLE CASE SALE - SOLD BY GSA (T15) screen (ND5115MA) is re-displayed with the message *'Entry Reference Number is: N9'*. To return to the SALES PROCESS MENU, press **PF17**.